

<p style="text-align: center;"><b>CM/ECF</b></p> <p style="text-align: center;"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.3</p> <p style="text-align: center;">Chapter 11 Small Business (required financial documents)</p>

#### IV. **File Chapter 11 Small Business** (required financial documents)

Each required financial document may be entered separately, or all documents may be entered in a combined PDF event titled **Chapter 11 Small Business - All Financial Documents** (recommended).

- ☐ **CHAPTER 11 SMALL BUSINESS - All Financial Documents**, OR,
- ☐ Chapter 11 Small Business Cash Flow Statement
- ☐ Chapter 11 Small Business Balance Sheet
- ☐ Chapter 11 Small Business Statement of Operations
- ☐ Chapter 11 Small Business Federal Income Tax Returns, OR,
- ☐ Chapter 11 Small Business Statement of Unavailability of Documents

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

**Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Miscellaneous** screen will display. For our sample, we will upload all financial documents as a single PDF entry using the event **Chapter 11 Small Business - All Financial Documents**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.

- ◆ All of the Chapter 11 Small Business financial events are titled so that they appear in the database next to each other. Each transaction is identical. For your further convenience, a single docket event was created to group all of these events into one transaction (our sample event). Using this group event instead of separate entries will save time.

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STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 6a If using the grouped event like our sample, the following screen will ask for confirmation that all required financial documents are being filed.

**ATTENTION: This Event is to be Used ONLY if ALL of the Following are Contained in ONE pdf File:**

**Cash Flow Statement**

**Balance Sheet**

**Statement of Operations**

**Federal Income Tax Return**

**If ANY of the Above Items are Not Included in This pdf File, Abort This Entry and Docket Each Item Separately, Using Their Individual Events.**

Next

Clear

- ◆ This grouped event cannot be used if any of the above four items is missing.
- ◆ Use the event **Chapter 11 Small Business Statement of Unavailability of Documents** to identify any missing item(s).

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STEP 7 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

**CRITICAL ISSUE** - The image **MUST** be viewed before attaching it to ensure that it is the correct document.

STEP 8 At the following screen, click **Next**.

STEP 9 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

- ◆ Note that ALL four required documents are listed in the docket text.

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STEP 10     **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.